



Dear Valued and Prospective Vendor:

Thank you for your interest in providing goods and/or services to the City of Beaumont. Our relationship with you enables us to provide quality service at competitive prices to the citizens of Beaumont.

The attached package of information and forms is provided to you in an effort to facilitate doing business with the City of Beaumont.

If you have any questions, please contact me at 409-880-3175 or at pbardwell@beaumonttexas.gov

Sincerely,

Patrick J. Bardwell

Patrick J. Bardwell
Purchasing Manager

PB:bd

Attachments

Revised 8-23-16

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<p style="text-align: center;">CITY OF BEAUMONT PURCHASING PROCEDURES FOR VENDORS</p>

1. Vendor's Application

The enclosed form should be completed and returned to the City of Beaumont. Please mail, fax, or email as indicated on the form. See Attachment "A".

2. City of Beaumont Sample Purchase Order

The Purchase Order is the document the City uses to initiate orders or purchases. The enclosed Purchase Order demonstrates the information used to reconcile the invoice to the terms of goods and/or services received, in order to verify payment. The Purchase Order number is located in the top right hand corner of the PO. This PO number is required to be listed on all vendor invoices. See Attachment "B".

3. City of Beaumont Tax Exemption Certificate

The City is exempt from paying local, county, and state sales tax. Please keep a copy of this form for your records. See Attachment "C".

4. Form W-9

This form is required by the Internal Revenue Service before the City is able to generate a payment to a vendor. This form should be completed and returned to the Accounting Department as soon as possible to prevent delays in payment. Mail to: Accounts Payable, City of Beaumont, P. O. Box 3827, Beaumont, TX 77704. See Attachment "D".

5. Request and Authorization for Payment by Electronic Funds Transfer (EFT)

Allows the vendor to receive payments electronically rather than by check. See Attachment "E".
This form should be completed and the original mailed to the Accounting Department if you choose to receive payments electronically. See Attachment "E".

6. Proper Invoice Requirements

- A. Mail invoices to City of Beaumont, P. O. Box 3827, Beaumont, TX 77704-3827 or email to invoices@ci.beaumont.tx.us
- B. Purchase Order number must be listed on all invoices. If this information is not provided, the invoice will be returned to the vendor.
- C. Payment by City to Vendor shall be made in accordance with Texas Government Code §2251.021.
- D. Services should be billed on a monthly basis.

7. Payment and Inquiry Information

- A. Payments are mailed on Friday, unless you prefer the payment option of electronic funds transfer, which is strongly recommended.
- B. Checks may be picked up in person after 10:00 a.m. on Fridays. The City must have a current letter on file (on company letterhead), with a list of authorized individuals to pick up checks. A driver license is required for check pick up.
- C. Checks may include payment for multiple invoices. Documentation will be provided on the check stub referencing invoices being paid.
- D. Questions about payments will be received on Monday, Tuesday and Friday from 2:00 p.m. to 5:00 p.m. Call Accounts Payable at 409-880-3789.
- E. Questions may be e-mailed at any time to charding@beaumonttexas.gov

8. Purchasing Information

- A. The City encourages you to visit our website at <http://beaumonttexas.gov/departments/purchasing/>
- B. For Purchasing information choose Purchasing & Bids under the Business tab. Bid information, including bid opportunities and tabulations, vendor information, and MBE information is provided.

ATTACHMENT “A”

Vendor’s Application

VENDOR APPLICATION

City of Beaumont
Purchasing Division
P.O. Box 3827
Beaumont, Texas 77704-3827
Ph: (409) 880-3720 • Fax: (409) 880-3747
Web Site: <http://beaumonttexas.gov/departments/purchasing/>



Return this application to:
cgarza@beaumonttexas.gov - OR - pbardwell@beaumonttexas.gov

Form Revised 10/5/2016

COMPANY INFORMATION FOR PAYMENTS

Company Name: _____

“Remit To”

Address: _____

City, State, Zip: _____

Telephone Number: _____

Fax Number: _____

Contact Person: _____

E-Mail address: _____

Tax ID Number: _____ (Please attach W-9 Form – REQUIRED.)

Check appropriate box: ☐ Individual/Sole Proprietor ☐ Corporation ☐ Partnership ☐ Other _____

MAKE CHECK PAYABLE TO: _____
(Name as it should appear on checks.)

COMPANY INFORMATION FOR MAILING BIDS AND PURCHASE ORDERS

Company Name: _____

Mailing Address: _____

City, State, Zip: _____

Telephone Number: ☐ Same as above. If different: _____

Fax Number: ☐ Same as above. If different: _____

Contact Person: ☐ Same as above. If different: _____

E-Mail address: ☐ Same as above. If different: _____

GENERAL INFORMATION

Persons or concerns interested in being added to the City of Beaumont's bid list must file this application with the Purchasing Division. Applicants should carefully review the list of commodities, both products and services, and clearly mark those which can be consistently bid; the importance of being accurate on this step cannot be over-emphasized.

If you are an MBE (Minority Business Enterprise) firm and wish to be recognized as such by the City of Beaumont, you must complete the required MBE forms. **For the proper forms and more information concerning MBE Certification requirements, please contact Crystal Garza, Purchasing Division, City of Beaumont, P.O. Box 3827, Beaumont, Texas 77704, or call (409) 880-3720.**

Please notify the City of Beaumont's Purchasing Division immediately of any changes. This includes change of name, address, or telephone number, and addition or deletion of items you are interested in providing.

COMMODITY CODE LISTING

005 ABRASIVES

- ___021 Abrasives, Sandblasting
- ___063 Grinding & Polishing
- ___084 Steel Wool

010 ACOUSTIC TILE, INSULATED MATERIAL

- ___005 Acoustical Tile, All Type
- ___045 Exterior Insulation
- ___053 Fiberglass Insulation

015 ADDRESSING, COPYING

- ___006 Addressing Machine Supplies
- ___015 Chemicals & Supplies, Dry
- ___055 Paper & Supplies

020 AGRICULTURAL EQUIPMENT

- ___002 Backhoe
- ___004 Brush & Tree Chippers
- ___006 Brush Cutters & Saws
- ___013 Cultivating Equipment
- ___015 Cutters & Shredders
- ___030 Fertilizer Applicators
- ___033 Garden Tractors
- ___046 Herbicide, Insecticide
- ___061 Loaders, Tractor Mounted
- ___065 Mower, Steep Slope
- ___066 Mower, Tractor Mounted
- ___067 Mower-Tractor Unit
- ___068 Mower, Center Mounted
- ___075 Posthole Diggers, Tractor
- ___082 Spade, Tree
- ___089 Tractors, Farm Wheel Type
- ___090 Tree Cutters & Stump Grinder

022 AGRICULTURAL IMPLEMENTS

- ___004 Brush Chipper
- ___013 Cultivating Equipment
- ___030 Fertilizer Distributor
- ___049 Implement Parts for John Deere
- ___051 Implement Parts for Ford
- ___053 Implement Parts for Int'l
- ___058 Implement Parts for Other

025 AIR COMPRESSORS & ACCESSORIES

- ___010 Compressor, Bare Unit
- ___043 Compressor, High Pressure
- ___060 Filters, Air Gauges, etc.

031 AIR CONDITIONING & HEATING

- ___003 AC: Commercial & Parts
- ___013 Chillers
- ___023 Condensing Units
- ___028 Cooling Towers
- ___050 Freon
- ___057 Heaters, Electric
- ___061 Heaters, Gas

035 AIRCRAFT & AIRPORT

- ___010 Aircraft Navigation Radios
- ___020 Airplanes
- ___027 Beacons, Visual & Runway
- ___030 Engines & Parts, (Airplane)
- ___060 Instruments & Testers
- ___092 Wind Tees & Wind Socks

037 AMUSEMENT, DECORATIONS

- ___034 Decorations, Christmas
- ___075 Soda Fountain Equipment
- ___078 Souvenirs: Promo/Advertising

040 ANIMALS, BIRDS & MARINE LIFE

- ___003 Animal Care Supplies
- ___030 Dogs, All Types

045 APPLIANCES AND EQUIPMENT

- ___006 Appliances, Small Electric
- ___052 Ovens, Microwave
- ___054 Ranges, Stove Tops, Oven Gas
- ___066 Refrigerators & Freezers
- ___078 Vacuum Cleaners
- ___094 Washers & Dryers

050 ART EQUIPMENT & SUPPLIES

- ___040 Drawing & Painting Supplies
- ___060 Picture Frames & Framing

052 ART OBJECTS

- ___064 Photographs
- ___072 Posters & Prints

055 AUTOMOTIVE ACCESSORIES

- ___002 Air Bags
- ___004 Air Conditioners & Parts
- ___005 Anti Theft Devices
- ___012 Canvas Covers & Frames
- ___036 Grille Guards

- ___054 Lights, Emergency
- ___079 Sirens, Horns, Backup Alarms

060 AUTOMOTIVE MAINTENANCE ITEMS

- ___003 Antifreeze
- ___021 Brakes
- ___035 Cooling Systems: Radiator
- ___038 Engines, Diesel
- ___040 Engines, Gasoline
- ___041 Exhaust Systems
- ___042 Filters, Air, Fuel, etc.
- ___057 Glass: Door, Windshield
- ___070 Parts, Chrysler
- ___071 Parts, Ford
- ___073 Parts, International
- ___074 Parts, Other
- ___083 Shock Absorbers
- ___087 Tire & Tube Repair
- ___094 Transmissions

065 AUTO: BODIES & ACCESSORIES

- ___005 Aerial Ladder & Towers
- ___010 Bodies, Utility
- ___030 Dump Bodies, Sub-frames
- ___035 Flat Bed Bodies
- ___068 Powerlift Tailgate
- ___075 Refuse & Collection Bodies
- ___078 Sewer/Catch Basin Cleaning
- ___080 Stake Bodies

070 AUTOMOTIVE VEHICLES

- ___003 Ambulances & Rescue
- ___006 Automobile & Station Wagons
- ___047 Trucks, Cab & Chassis
- ___048 Trucks (One Ton & Less)
- ___051 Trucks (Over One Ton)
- ___053 Trucks W/Specialized Body
- ___054 Trucks, Diesel
- ___061 Trailers, Dump, Hydraulic
- ___066 Trailers, Flat Bed
- ___078 Trailers, Low Boy
- ___092 Vans, Cargo
- ___093 Vans, Personal

075 AUTOMOTIVE SHOP EQUIPMENT

- ___001 Air Powered Shop Tools
- ___006 Battery Charger
- ___033 Hand Tools, Auto AC
- ___049 Parts Washing Equipment

080 BADGES, EMBLEMS & NAME BADGES

- ___010 Badges, Buttons, Emblems

085 BAGS, BAGGING, TIES & EROSION

- ___045 Bags, Nylon, Polyester
- ___055 Bags, Sand

100 BARRELS, DRUMS, & KEGS

- ___006 Containers, Plastic
- ___007 Containers, Recycling
- ___045 Plastic Barrels & Drums

105 BEARINGS (EXCEPT WHEEL)

- ___012 Ball Bearings & Parts

110 BELTS AND BELTING: CONVEYOR

- ___033 Flat Belts
- ___082 V-Belts, Industrial

120 BOATS, MOTORS & MARINE SUPPLIES

- ___021 Boats, 21 Ft. Under
- ___035 Docks & Piers
- ___040 Fuel Tanks, Boat

125 BOOKBINDING SUPPLIES

- ___010 Bindery Supplies

135 BRICKS & CLAY PRODUCTS

- ___008 Brick, Common
- ___064 Tile, Floor & Wall, Ceramic

140 BROOM, BRUSH & MOP

- ___057 Handles, Broom
- ___063 Handles, Mop
- ___087 Yarn, Mop head, Cotton

145 BRUSHES (NOT CLASSIFIED)

- ___045 Paint & Varnish
- ___075 Wire, Hand

150 BUILDER'S SUPPLIES

- ___008 Cabinets, Counters, Shelves
- ___021 Doors, Aluminum & Glass
- ___055 Overhead Doors
- ___056 Partitions, Office, Custom
- ___077 Sliding and Rolling Doors
- ___079 Storm Doors & Windows
- ___086 Trusses, Roof, Wooden
- ___092 Windows & Frames

155 BUILDINGS & STRUCTURES

- ___010 Buildings, Large, Prefab.
- ___050 Office Buildings, Modular
- ___054 Patio Covers, Fiberglass
- ___079 Shelters, Non-Insulated

165 CAFETERIA AND KITCHEN EQUIPMENT

- ___008 Can & Bottle Crushers
- ___015 Coffee makers
- ___060 Ovens, Convection
- ___065 Popcorn Machines
- ___092 Vending Machines

175 CHEMICAL LABORATORY EQUIPMENT

- ___003 Aprons & Gloves
- ___008 Balances and Accessories
- ___010 Burners & Heat Guns
- ___013 Chemicals, Laboratory
- ___024 Dishes, Evaporating
- ___040 Glassware, Laboratory
- ___060 Ovens, Laboratory

180 CHEMICAL RAW MATERIAL

- ___004 Acids Inorganic
- ___024 Bicarbonates and Carbonates
- ___074 Phosphates, Inorganic

190 CHEMICALS AND SOLVENTS

- ___036 Chemicals, Bulk
- ___085 Sodium Phosphates

192 CLEANING COMPOSITIONS

- ___065 Paint, Spray Booth Compound
- ___083 Steam Cleaning Compounds

193 CLINICAL LABORATORY REAGENT

- ___008 Blood Chemistry
- ___018 Blood Coagulation Reagent
- ___026 Blood Grouping & Typing
- ___094 Urinalysis Reagents

195 CLOCKS, TIMERS & WATCHES

- ___080 Wall Clocks, Battery
- ___083 Wall Clocks, Electric

200 CLOTHING, APPAREL & UNIFORMS

- ___012 Caps, All Types
- ___021 Emblems & Shoulder Patches
- ___072 Uniforms

204 COMPUTER HARDWARE, (MICRO)

- ___035 Drives, Hard/Fixed Disk
- ___048 Keyboards
- ___053 PC, Desktop or Tower based
- ___054 PC, Hand held, Laptop
- ___055 PC, Multi-Processor
- ___058 Modems

___060 Monitors, Color & Mono
___077 Printers, Laser
___088 Scanners

**206 COMPUTER HARDWARE,
MAINFRAME**

___020 Communications Boards
___031 Controllers, Disk
___047 Drives
___059 Modems
___072 Printers, High Speed
___093 Terminals & CRT's

**207 COMPUTER, ACCESSORIES
& SUPPLIES**

___025 Cleaners for Keyboards

**208 COMPUTER SOFTWARE
FOR PC**

___030 CADD
___039 Desktop Publishing
___084 Spreadsheet
___094 Word Processing

**209 COMPUTER SOFTWARE,
MAINFRAME**

___011 Accounting/Financial
___064 Personnel
___069 Project Management

**210 CONCRETE & CULVERTS,
METAL**

___010 Blocks, Hollow and Solid
___029 Culverts, Drainage Pipes
___030 Curbs, Parking & Curb
___033 Irrigation Pipe, Metal
___045 Meter Boxes, Concrete
___062 Pipe and Culverts & Fittings

**220 CONTROL, INDICATOR &
RECORD**

___015 Flow Controllers
___018 Gauges, Altitude, Pressure

225 COOLER, DRINKING WATER

___030 Coolers, Electric

232 CRAFTS. GENERAL

___025 Decoupage Materials
___027 Dried Flowers & Plants
___035 Floral Supplies

233 CRAFTS, SPECIALIZED

___020 Ceramic & Pottery
___055 Kilns & Furnaces

**240 CUTLERY, DISHES &
FLATWARE**

___087 Silverware and Dishes

**260 DENTAL EQUIPMENT &
SUPPLIES**

___026 Dental Units & Components
___056 Pharmaceutical, Dental

**265 DRAPES, CURTAINS,
UPHOLSTERY**

___044 Material, Upholstery

270 DRUGS, PHARMACEUTICAL

___004 Antibiotics
___010 Birth & Pregnancy Drugs
___069 Penicillin
___092 Vaccines

271 DRUGS, PHARMACEUTICAL

___012 Blood Administration Sets
___016 Blood Cell Processing
___041 IV Additive Equipment
___096 Standard IV Solutions

280 ELECTRICAL CABLES/WIRE

___040 Guy Wires and Cables

**285 ELECTRICAL EQUIPMENT &
SUPPLY**

___006 Ballasts, All Kinds
___007 Bulb & Fixture Changer
___011 Capacitors, Motor Start & Run
___014 Circuit Breakers
___017 Conduit & Fittings
___037 Generators, Portable
___042 Insulation Materials
___045 Lamps, Projector
___046 Lamps, Auto
___050 Lamps, Fluorescent,
Incandescent
___072 Resistors
___076 Streetlights
___084 Transformer, Transmission

287 ELECTRONIC COMPONENTS

___012 Batteries/Electronic Equip
___024 Circuit Boards
___048 Microwave Equipment
___096 Wire & Cable

295 ELEVATORS & ESCALATORS

___070 Passenger Elevators

300 EMBOSSING & ENGRAVING

___020 Certificates & Awards
___070 Stationery & Cards

305 ENGINEERING EQUIPMENT

___006 Calculators
___028 Drafting & Drawing
Instruments
___078 Surveying Instruments

**310 ENVELOPES, PLAIN OR
PRINTED**

___024 Envelopes, Plain, Special
___030 Envelopes, Plain, Stock
___042 Envelopes, Printed, Special
___048 Envelopes, Printed, Stock

315 EPOXY BASED FORMULAS

___080 Mortars and/or Grouts

**318 FARE COLLECTION
EQUIPMENT**

___020 Encoding Equipment
___030 Fare Box
___090 Turnstiles

320 FASTENING & PACKAGING

___022 Bolts, Nuts & Washers
___060 Rivets, All Types
___062 Rivet Guns

325 FEED, BEDDING & VITAMINS

___025 Dog and Cat Food

330 FENCING

___013 Chain Link Fencing
___059 Fencing, Wood
___061 Windscreen & Accessories

**335 FERTILIZERS AND SOIL
CONDITIONERS**

___030 Blended or Dry Mix

**340 FIRE PROTECTION
EQUIPMENT**

___014 Ejectors, Smoke
___015 Fire and Medical Alert
___020 Fire Detecting Equipment
___028 Fire Extinguisher &
Recharging
___040 Fire Suppression Hand Tools
___041 Fire Suppression Foam
___050 Foam Generators
___056 Hose, Fire, & Fittings
___060 Hydrants, Fire
___064 Nozzles, Fire Hose
___072 Rescue Equipment & Supplies

**345 FIRST AID & SAFETY
EQUIPMENT**

___010 CPR Equipment & Supplies

- ___032 First Aid Cabinets, Kits
- ___048 Gloves, Safety
- ___064 Head, Ear, Eye & Face Protection
- ___068 Manikins and Models
- ___043 Hardware, Shelf Hardware
- ___086 Traffic Control Devices

350 FLAGS, POLES, BANNERS

- ___045 Municipal
- ___072 State & U.S.

360 FLOOR COVERINGS

- ___010 Carpets & Rugs
- ___067 Stair Treads, Rubber
- ___070 Steel Mats, Flexible

365 FLOOR MAINTENANCE MACHINES

- ___015 Carpet Cleaning Machines
- ___030 Polishing & Scrubbing Machine
- ___050 Power Sweepers & Brooms
- ___080 Vacuum Cleaners

375 FOODS: BAKERY PRODUCTS

- ___030 Cakes & Pastries

395 FORMS, CONTINUOUS COMPUTER

- ___025 Continuous Form Labels
- ___030 Continuous Forms, Custom
- ___050 Continuous Forms, Computer
- ___080 Snap-Out Forms, Carbonless

405 FUEL, OIL, GREASE & LUBRICANTS

- ___009 Fuel Oil, Diesel
- ___015 Gasoline, Automotive
- ___018 Gasoline, Aviation
- ___024 Grease, Lubrication Type
- ___030 Kerosene
- ___036 Oil, Automotive Transmission
- ___039 Oil, Automotive Engine
- ___042 Oil, Aviation Engine
- ___051 Oil and Fluid, Hydraulic
- ___063 Oil, Outboard Motor
- ___085 Power Steering Fluid

410 FURNITURE: HEALTH CARE

- ___072 Tables, Examination

420 FURNITURE: CAFETERIA

- ___028 Folding Chairs & Tables
- ___048 Library Shelving, Metal
- ___066 Mailroom Furniture
- ___068 Mattresses & Bedsprings

- ___092 Showcase, Trophy Cases

425 FURNITURE: OFFICE

- ___003 Bookcases and Bookshelves
- ___006 Chairs, Metal
- ___013 Credenza, Metal
- ___014 Credenza, Wood
- ___018 Data Processing Office Furniture
- ___021 Desks and Tables, Wood
- ___034 Drafting Plan & Map Filing
- ___040 Filing Cabinet
- ___053 Lockers, Storage, Metal
- ___055 Modular Panel Systems
- ___068 Rotary Filing Systems
- ___094 Work Stations, Modular

430 GASES, CONTAINERS, EQUIPMENT

- ___092 Welding Gases

435 GERMICIDES, CLEANERS

- ___040 Detergent- Disinfectant

440 GLASS AND GLAZING SUPPLIES

- ___056 Plate Glass
- ___058 Plexiglass Glass
- ___077 Window Glass

445 HAND TOOLS (POWERED & NO POWERED)

- ___012 Caulking Guns, Putty Knives
- ___013 Carpet Laying Tools
- ___026 Drills, Hand Non-Powered
- ___027 Drills, Hand, Portable
- ___032 Files & Rasps
- ___043 Hoes, Leaf Loaders, Rakes
- ___055 Posthole Diggers
- ___059 Saws, Hand, Portable

450 HARDWARE AND RELATED ITEMS

- ___017 Cans, Safety- Gasoline
- ___032 Flashlights & Lanterns
- ___034 Garbage Cans, Buckets
- ___044 Ice Chests, Portable
- ___049 Ladders, Metal & All Types
- ___065 Refuse Containers

460 HOSE, ACCESSORIES & SUPPLIES

- ___020 Fuel Hose, Diesel & Gasoline
- ___030 Garden Water Hose, Plastic
- ___036 Hose, General Purpose

465 HOSPITAL & SURGICAL EQUIPMENT

- ___030 Electrocardiographs (EKG)
- ___085 Shock Treatment Units
- ___090 Sterilizing Equipment
- ___094 Thermometers, Clinical

470 HOSPITAL EQUIPMENT & SUPPLIES

- ___010 Ambulance Cots & Stretcher
- ___090 Wheeled Stretchers

475 HOSPITAL, SURGICAL & RELATED

- ___001 Airway, Mask, Cannula
- ___004 Cervical Collars
- ___005 Splints, All Kinds
- ___009 Bandages, All Kinds
- ___016 Catheters, IV
- ___041 Gloves, Surgeons'
- ___079 Stretchers & Backboards
- ___080 Syringes and Needles
- ___082 Syringes
- ___097 Vaginal Speculums

485 JANITORIAL SUPPLIES, GENERAL

- ___002 Animal Cage Cleaner
- ___010 Brooms & Brushes
- ___011 Cleaner and Detergents
- ___026 Cleaner, Toilet Bowl
- ___028 Cleaner & Wax, Window
- ___029 Cleanser, Powdered
- ___030 Deodorant Blocks, all Types
- ___036 Detergent, Car Washing
- ___042 Disinfectant
- ___045 Dispensers for Metered Freshener
- ___050 Door Mats, All Types
- ___054 Floor Polishes & Wax
- ___057 Furniture Polish
- ___064 Janitor Carts & Bags
- ___068 Mop Buckets, Wringers
- ___072 Mops & Handles, Wet Type
- ___074 Oil Absorbent, Granular
- ___080 Sand Urns, Filling Material
- ___086 Soap, Hand: Bar, Liquid
- ___094 Waste Receptacles

490 LABORATORY EQUIPMENT

- ___036 Glassware Washing Apparatus
- ___058 Microscopes, All Types
- ___084 Spectrometers, Auger
- ___090 Testing Instruments

493 LABORATORY EQUIPMENT

- ___042 Gas Analysis Equipment

___069 Spectrometers, Emission

495 LABORATORY & FIELD EQUIPMENT

___010 Animal Cages & Supplies
___012 Animals, Experimental
___035 Cabinets and Cases, Storage
___036 Charts, Anatomical
___044 Geology Equipment & Supplies
___048 Incubators, Convection
___057 Microscope Slide Preparation
___058 Microscopy Supplies
___082 Scales, Laboratory

515 LAWN MAINTENANCE EQUIPMENT

___005 Aerators, Pluggers
___010 Edgers & Trimmers
___050 Lawn Mowers, Power, Light
___056 Lawn Mowers, Riding Type
___065 Rakers & Combers, Lawn
___067 Shredders & Screeners
___075 Spreaders, Broadcast

525 LIBRARY AND ARCHIVAL EQUIPMENT

___005 Archival Storage Material
___010 Binders, Covers, Jackets
___020 Book Cards, Date Slips
___060 Library Catalog Card
___080 Library Supplies, Misc.

540 LUMBER AND RELATED PRODUCTS

___035 Lumber
___041 Lumber, Treated Creosote
___050 Particle board
___062 Plywood, All Kinds
___073 Posts, Treated
___075 Railings
___081 Sheetrock & Accessories
___084 Shingles, Shakes
___086 Siding
___090 Stakes, Engineer's

545 MACHINERY AND HARDWARE

___009 Chain Saws
___016 Drills, Stationary, Electric
___021 Grinders: Bench, Portable
___025 Impact Tools, Hydraulic
___027 Jacks, Industrial, Hydraulic
___057 Posthole Diggers
___075 Saws, Stationary, Powered

550 MARKERS, PLAQUES, SIGN, TRAFFIC

___004 Beads, Glass Sign & Stripe
___005 Brackets, Signs
___020 Flares & Fuses
___030 Markers, Traffic Ceramic
___038 Parking Meters
___042 Safety Barriers, Traffic
___044 Sheeting, Reflective
___054 Sign Posts
___078 Traffic Cones
___082 Traffic Signal Posts
___096 Warning Lights, Flashers

555 MARKING & STENCILING

___050 Stenciling & Sign Paint

556 MASS TRANSPORTATION BUSES

___040 Coach, Transit: Mini
___040 Coach, Transit: Tour

557 MASS TRANSPORTATION ACCESSORIES

___090 Wheelchair Lifts

560 MATERIAL HANDLING EQUIPMENT

___002 Carts, Industrial
___054 Pallets, Wood
___057 Tractors, Warehouse
___063 Trucks, Dolly

570 METALS: BARS, PLATES, RODS

___054 Sheet Metal, Fabricated
___058 Sign Blanks, Aluminum
___070 Steel, Galvanized
___076 Steel, Reinforcing, Bars

575 MICROFICHE & MICROFILM

___030 Microfilm Cameras
___049 Microfiche, Microfilm Supplies

578 MISCELLANEOUS PRODUCTS

___040 Gavels
___063 Real Estate: Land
___067 Robotics for Education
___080 Signs, Electric Display
___086 Tags, Key, All Kinds

580 MUSICAL INSTRUMENTS

___060 Pianos, Accessories

595 NURSERY STOCK & SUPPLIES

___010 Bedding Plants & Cuttings
___015 Bulbs & Seeds
___035 Ground covers and Vines
___050 Peat Moss
___065 Shrubbery, Evergreen
___075 Trees, Ornamental & Shade
___090 Vermiculite & Perlite
___095 Wood Chips and Bark

600 OFFICE MACHINES & EQUIPMENT

___015 Calculators
___030 Cash Registers & Drawers
___036 Check Machines
___037 Copy Machines
___052 Dictating Machines
___062 Folding Machines
___071 Mailing Machines
___077 Postage Meters
___082 Shredders, Paper
___086 Typewriters and Parts

605 OFFICE MECHANICAL AIDS

___024 Date & Time Machines
___060 Pencil Sharpeners, Electronic
___069 Scissors and Shears
___078 Seal, Notary and Departmental
___085 Stapling Machines, Electronic

610 OFFICE SUPPLIES: CARBON & RIBBONS

___056 Ribbons, Computer & Data
___077 Ribbons, Typewriter

615 OFFICE SUPPLIES, GENERAL

___013 Blotters & Pads, Desk
___041 File Folders: Expanding
___055 Letter Trays, All Kinds
___075 Rubber Bands, All Kinds
___077 Rubber Stamps, Pads & Ink
___081 Staples and Staplers
___088 Tape Dispensers
___095 Wastebaskets

625 OPTICAL EQUIPMENT & ACCESSORIES

___013 Binoculars

630 PAINT PROTECTIVE COATINGS

___045 Paint and Varnish Removers
___049 Paint, Auto & Machinery
___056 Paint, House & Trim
___060 Paint, Swimming Pool
___066 Paints, Traffic

635 PAINTING EQUIPMENT & ACCESSORIES

- ___008 Compressors, Sprayers, Etc.
- ___065 Paint Booths & Accessories

640 PAPER & PLASTIC PRODUCTS

- ___005 Bags and Boxes
- ___030 Mailing Tubes & Storage
- ___050 Paper Products, Cups, Napkins
- ___075 Toilet Tissue, Paper Towels
- ___085 Wipers, Shop Uses

645 PAPER FOR OFFICE USE

- ___036 Paper, Cut & Uncut

650 PARK, PLAYGROUND, SWIMMING

- ___006 Benches, Park
- ___018 Combination Sets, Playground
- ___024 Grill & Park Stoves
- ___036 Picnic Tables
- ___038 Playground Equipment
- ___060 Oscilloscopes, Waveform
- ___066 Swimming Pool Equipment

655 PHOTOGRAPHIC EQUIPMENT

- ___039 Cameras, Still
- ___055 Darkroom Equipment
- ___060 Darkroom Supplies
- ___075 Photographic Chemicals
- ___078 Photo Identification

665 PLASTICS, RESINS, FIBERGLASS

- ___024 Bags and liners

670 PLUMBING EQUIPMENT

- ___002 Bathroom Accessories
- ___025 Pipe & Tubing, Plastic
- ___057 Pumps & Pump Accessories
- ___091 Water heater, Commercial

675 POISONS: AGRICULTURAL

- ___040 Insect/Fungus-Dry
- ___085 Weed Killers (Herbicides)

680 POLICE EQUIPMENT & SUPPLIES

- ___004 Ammunition
- ___012 Belts, Cases, Holster, Etc.
- ___020 Billies & Night Sticks
- ___024 Breath Alcohol Testing
- ___048 Fingerprinting Equipment

- ___052 Guns, Pistols, Rifles, Etc.
- ___060 Handcuffs & Leg Irons
- ___077 Radar Units
- ___085 Rescue Equipment & Supplies

700 PRINTING PLANT EQUIPMENT

- ___030 Graphic Art Supplies
- ___074 Punching & Binding Machines
- ___078 Sign Die Cutting Machines

705 PRINTING PREPARATIONS

- ___042 Negatives & Plates

715 PUBLICATIONS / AUDIOVISUAL

- ___010 Books, Magazines, Pamphlets
- ___020 Catalogue Cards
- ___040 Filmstrips, Slides
- ___090 Video Cassettes, Disks

720 PUMPING EQUIPMENT & ACCESSORIES

- ___015 Centrifugal Pumps
- ___036 Hydraulic Pumps
- ___064 Sewage & Sludge Pumps
- ___073 Sump Pumps

725 RADIO & COMMUNICATION

- ___012 Antennas & Accessories
- ___021 Facsimile Transceivers
- ___045 Paging, Radio
- ___057 Telephone Systems
- ___058 Telecommunicators/Display
- ___061 Towers Broadcasting
- ___074 Two-Way Radio, Portable

730 RADIO COMMUNICATION & TESTING

- ___072 Radio, Sound, and Telecommunications
- ___090 Video Testing Equipment
- ___096 Tube testers, Radio, TV

735 RAGS, SHOP TOWELS, WIPING

- ___010 Towels, Shop Type

745 ROAD & HIGHWAY BUILDING

- ___007 Asphalt
- ___014 Asphaltic Concrete, Cold Mix
- ___021 Asphaltic Concrete, Hot Mix
- ___056 Joint Sealants
- ___070 Road Oil
- ___084 Slurry Seal

750 ROAD AND HIGHWAY BUILDING

- ___005 #8 Tower Rock
- ___014 Caliche
- ___020 Cement Stabilized Base
- ___030 Concrete, Precast
- ___035 Crushed Stone
- ___060 Limestone Base
- ___070 Ready Mix Concrete
- ___077 Sand & Gravel
- ___080 Sand Cement
- ___084 Shell
- ___089 Slag

755 ROAD/HIGHWAY EQUIPMENT

- ___010 Asphalt Distributors
- ___085 Concrete Vibrators

760 ROAD & HIGHWAY EQUIPMENT

- ___003 Backhoe
- ___015 Ditch & Trenching Machine
- ___023 Earth Movers, Motorized
- ___033 Graders, Motorized
- ___053 Loaders, Windrow Type
- ___078 Rollers, Sheepsfoot Type

765 ROAD AND HIGHWAY EQUIPMENT

- ___003 Booms, Crane, Tractor
- ___009 Cranes, Backhoe & Dragline
- ___021 Culvert Cleaning Equipment
- ___072 Striping Machines & Accessories
- ___083 Tractor Bulldozers
- ___085 Tractors, Crawler Types

770 ROOFING MATERIALS

- ___062 Roofing Composition
- ___077 Shingles, Composition
- ___080 Shingles, Metal

780 SCALES & WEIGHING APPARATUS

- ___078 Postal Scales, Electronic
- ___084 Truck Scales & Railroad

785 SCHOOL EQUIPMENT & SUPPLIES

- ___043 Display Cabinets
- ___047 Easels & Carrying Cases
- ___070 Instructional Aids

790 SEED, SOD, SOIL & INOCULANT

- ___020 Grass Seed

___070 Top Soil & Fill Dirt

800 SHOES & BOOTS

___016 Boots, Rubber
___024 Boots, Rubber & Safety Toe

**803 SOUND SYSTEMS,
COMPONENTS**

___040 Microphones
___061 Public Address Systems
___085 Tape Recorders

**805 SPORTING & ATHLETIC
EQUIPMENT**

___015 Athletic Awards-Trophy
___017 Athletic Field Markers
___022 Balls (Not otherwise stated)
___063 Scoreboards, Sports
___069 Softball Equipment
___078 Tennis Equipment
___090 Volleyball Equipment

810 SPRAYING EQUIPMENT

___050 Smoke Generators

**815 STEAM AND HOT WATER
FITTINGS**

___028 Gauge Siphons
___052 Packing, All Kinds
___070 Thermometers
___081 Valves, Relief & Safety

**820 STEAM BOILERS, STEAM
HEAT**

___028 Burners, Gas & Oil
___068 Heat Exchanger, Accessories

830 TANKS, METAL & WOOD

___031 Fiberglass Tanks, Gasoline
___046 Stainless Steel Tanks
___055 Steel Tanks, Overhead
___070 Steel Tanks, Underground

**832 TAPE
(NOT DATA PROCESSING)**

___036 Tape, Insulating
___048 Tape, Marking, Reflective
___068 Tape, Sheetrock

840 TELEVISION EQUIPMENT

___070 Video Cameras, Accessories
___071 Video Cassette Recorders
___084 Video Surveillance System

845 TESTING APPARATUS

___024 Food Testing Apparatus

**850 TEXTILES, FIBERS,
HOUSEHOLD**

___012 Blankets, Bedding, All Types
___052 Mattress Covers, Cotton
___064 Sheets & Pillow Cases
___080 Ticking, Mattress

855 THEATRICAL EQUIPMENT

___022 Curtains, Cyclorammas,
Drapes
___044 Lighting and Dimming
___080 Stage Rigging & Tracks

860 TICKETS, COUPON BOOKS

___075 Tickets, Roll Type

863 TIRES & TUBES

___005 Tires & Tubes, Passenger
___007 Tires & Tubes, Light Trucks
___010 Tires & Tubes, Medium
Trucks
___015 Tires & Tubes, Off-Road
___020 Tires & Tubes, Farm
___025 Tires & Tubes, Industrial

**870 VENETIAN BLINDS &
AWNINGS**

___050 Venetian Blinds, Metal
___090 Window Shades

875 VETERINARY EQUIPMENT

___008 Animal Control Equipment

**880 VISUAL EDUCATION
EQUIPMENT**

___043 Projection Screens
___064 Projectors, Slide

**885 WATER TREATING
CHEMICALS**

___015 Algae & Microbe Control
___038 Chlorine, Liquefied-Cylinder
___070 Hardness Control Chemicals
___078 Ph Control Chemicals

**890 WATER/SEWAGE
EQUIPMENT**

___008 Chlorination Equipment
___030 Manhole Covers, Frames
___044 Meters, Water
___045 Meters, Fittings, Water
___046 Meter Reading Devices
___065 Sewage & Water Treatment

**895 WELDING
EQUIPMENT/SUPPLIES**

___010 Arc Welders

___065 Welder/Soldering Unit
___070 Welding Accessories

**898 X-RAY AND OTHER
RADIOLOGY**

___035 Film, X-Ray

OTHER: _____

**SERVICE CODE LISTING
LOCATED ON
FOLLOWING PAGES.**

SERVICES CODE LISTING

905 AIRCRAFT OPERATIONS SERVICES

- ___005 Aerial Photography
- ___010 Aerial Surveys
- ___025 Crop Dusting & Seeding

906 ARCHITECT / ENGINEERING

- ___007 Architect Services
- ___020 Communications Systems
- ___029 Engineering Services
- ___056 Landscaping Architecture
- ___064 Planning, Urban
- ___076 Safety Engineering
- ___078 Security Systems
- ___080 Sewage Collection
- ___082 Solid Waste Disposal

908 BOOKBINDING, REBINDING

- ___010 Bookbinding, Custom

910 BUILDING MAINTENANCE AND REPAIR

- ___003 Building Cleaning, Exterior
- ___006 Carpentry
- ___013 Elevator Maintenance & Repair
- ___025 Flooring Maintenance & Repair
- ___027 Garbage & Trash Removal
- ___036 Heating & Air Conditioning
- ___038 Asbestos Removal Services
- ___039 Janitorial/Custodial Services
- ___048 Locksmith
- ___051 Masonry & Concrete
- ___054 Painters
- ___059 Pest Control Services
- ___060 Plumbers
- ___065 Remodeling & Alteration
- ___066 Roofing, Gutters
- ___076 Welding Services
- ___079 Window & Door Installation

915 COMMUNICATIONS / MEDIA SERVICES

- ___003 Advertising/Public Relations
- ___005 Answering/Paging Services
- ___048 Graphic Arts Services
- ___058 Mailing Services
- ___059 Mail Services, Express
- ___082 Video Production

920 DATA PROCESSING SERVICES

- ___004 Applications Software
- ___020 Consulting, Computer
- ___045 Software Maintenance
- ___094 Word Processing Software

924 EDUCATIONAL SERVICES

- ___015 Dues & Subscriptions
- ___025 For-Credit Classes, Seminars
- ___060 Not For Credit Classes, Seminars

929 EQUIPMENT MAINTENANCE & REPAIR

- ___016 Automotive Shop Equipment
- ___020 Automobile- Washing & Waxing
- ___061 Motor Rewinding & Repairing
- ___080 Tire Repair, Retreading

931 EQUIPMENT MAINTENANCE & REPAIR

- ___011 Athletic Equipment
- ___030 Cafeteria & Kitchen Equipment
- ___065 Park, Playground & Swimming

934 EQUIPMENT MAINTENANCE & REPAIR

- ___029 Floor Maintenance Machines
- ___039 Janitorial Equipment
- ___046 Lawn Equipment

936 EQUIPMENT MAINTENANCE & REPAIR

- ___033 Fire Protection System
- ___041 Hand Tools

- ___086 Traffic Control Devices

938 EQUIPMENT MAINTENANCE & REPAIR

- ___062 Laboratory Equipment
- ___079 Scales & Weights Apparatus

939 EQUIPMENT MAINTENANCE & REPAIR

- ___021 Computers, Data Processing
- ___022 Maintenance, Computer Software
- ___027 Copy Machines
- ___054 Microfilm & Microfiche
- ___072 Radio & Telecommunications
- ___087 Typewriters

946 FINANCIAL SERVICES

- ___020 Auditing
- ___025 Banking Services
- ___033 Collections Services
- ___054 Installment Purchasing/Lease

948 HEALTH RELATED SERVICES

- ___028 Dental
- ___072 Pharmaceutical Services
- ___073 Physical Fitness Programs
- ___076 Psychologists/Psychologic

952 HUMAN SERVICES

- ___037 Emergency Shelter
- ___062 Mental Health Services
- ___071 Rape and Sexual Assault

954 LAUNDRY AND DRY CLEANING

- ___005 Laundry and Linen Services

956 LIBRARY SERVICES

- ___040 Magazine Subscriptions
- ___050 Newspaper Subscriptions
- ___060 Professional Journal

961 MISCELLANEOUS PROFESSIONAL

- ___012 Codification of

Government
___015 Concessions, Catering
___020 Consulting
___024 Court Reporting
___032 Environmental Impact
Study
___050 Legal Services
___086 Veterinary Services
___094 Zoning, Land Use Study

**962 MISCELLANEOUS
SERVICES**

___001 Notary Bond
___009 Auctioneering Services
___016 Boring, Drilling & Testing
___024 Courier/Delivery Service
___036 Fireworks Display
___043 Hotel/Motel
Accommodations
___047 Insurance & Risk
Management
___056 Moving & Hauling
___058 Oil Removal Services
___070 Recycling Services
___084 Tire Shredding Service
___086 Transportation & Hauling
___087 Travel, Local
___088 Travel, Non-Local
___090 Upholstering Services
___097 Wrecker & Towing
Services

**964 PERSONNEL,
TEMPORARY**

___026 Computer Programming
___046 Geologist, Studies, Soil
___059 Laborers
___078 Secretarial & Clerical
___090 Umpires

966 PRINTING, PUBLISHING

___007 Business Cards
___012 Forms, All Kinds
___031 Envelopes
___055 Letterhead

**968 PUBLIC WORKS,
CONSTRUCTION**

___006 Airport Roadway
Construction
___010 Airport Runway
Construction
___013 Airport Facilities
Maintenance
___015 Antenna Tower
Maintenance
___017 Athletic Facility

Construction
___018 Bridge Construction
___020 Building Construction
___032 Demolition
___039 Excavating & Tunneling
___054 Major Streets, New
___059 New Street Construction
___062 Parking Lot Construction
___066 Residential Street
Resurface
___069 Sewer Maintenance &
Repair
___070 Sidewalk & Driveway
___088 Tree & Shrub Removal

**971 REAL PROPERTY,
RENTAL & LEASING**
___020 Escrow & Title Services

**975 RENTAL OR LEASE
SERVICES**

___042 Machinery & Heavy
Hardware
___066 Road & Highway
Equipment

**977 RENTAL OR LEASE
SERVICES**

___073 Toilets, Portable

**981 RENTAL OR LEASE OF
EQUIPMENT**

___011 Air Compressors &
Accessories

**983 RENTAL OR LEASE
SERVICES**

___079 Copy Machines

**988 ROADSIDE, GROUNDS &
PARKS**

___003 Athletic Field Maintenance
___015 Fence Installation &
Repair
___036 Grounds Maintenance,
Mowing
___046 Landfill Services
___052 Landscaping
___056 Litter Removal Services
___063 Park Area Construction
___083 Swimming Pool Repairs

**990 SECURITY, FIRE &
SAFETY SERVICE**

___005 Alarm Service
___046 Guard & Security Service
___070 Polygraph Testing Service

OTHER: _____

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ATTACHMENT “B”

Sample – Purchase Order

CONTRACT
CITY OF BEAUMONT
PURCHASING DIVISION
P.O. BOX 3827
BEAUMONT, TX 77704-3827
PH. (409) 880-3720 Fax (409) 880-3747

**PURCHASE
ORDER NO.**
[REDACTED]

VENDOR PHONE: [REDACTED]
VENDOR FAX: [REDACTED]
VENDOR #: [REDACTED]
VENDOR ADDRESS: [REDACTED]

DATE [REDACTED]

SHIP TO: [REDACTED]

Purchase Order number and complete "ship to" address must appear on invoices and all shipping labels.

DELIVER BY		BUYER'S NAME	VENDOR CONTACT	
[REDACTED]		[REDACTED]	[REDACTED]	
ITEM #	QUANTITY/ UNIT	DESCRIPTION ARTICLE OR SERVICE	UNIT COST	EXTENDED COST

1 [REDACTED] [REDACTED]

TOTAL PURCHASE AMOUNT

\$ [REDACTED]

Mail Original Invoice to:
CITY OF BEAUMONT
ACCOUNTING DIVISION
P.O. BOX 3827
BEAUMONT, TX 77704
Or
Email to: invoices@ci.beaumont.tx.us

AUTHORIZED SIGNATURE

Pat J. Bardwell

STANDARD TERMS AND CONDITIONS

1. **SELLER TO PACKAGE GOODS:** Seller will package goods in accordance with good commercial practice.
2. **SHIPMENT UNDER RESERVATION PROHIBITED:** Seller is not authorized to ship the goods under reservation and no tender of a bill of lading will operate as a tender of goods.
3. **TITLE AND RISK OF LOSS:** The title and risk of loss of the goods shall not pass to the Buyer until Buyer actually receives and takes possession of the goods at the point or points of delivery.
4. **DELIVERY TERMS AND TRANSPORTATION CHARGES:** F.O.B. Destination Freight Pre-paid unless delivery terms are specified otherwise in bid.
5. **NO PLACEMENT OF DEFECTIVE TENDER:** Every tender or delivery of goods must fully comply with all provisions of this contract as to time of delivery, quality and the like. If a tender is made which does not fully conform, this shall constitute a breach and Seller shall not have the right to substitute a conforming tender provided, where the time for performance has not yet expired, the seller may seasonably notify Buyer of his intention to cure and may then make a conforming tender within the contract time but not afterward.
6. **PLACE OF DELIVERY:** The place of delivery shall be that set forth on the Purchase Order.
7. **INVOICES AND PAYMENTS:** A. Seller shall submit separate invoices, in duplicate, on each Purchase Order after each deliver. Invoices shall indicate the Purchase Order number, shall be itemized, and transportation charges, if any, shall be listed separately. A copy of the bill of lading and the freight weigh bill, when applicable, should be attached to the invoice. Mail to: City of Beaumont, ATTN: Accounts Payable, P. O. Box 3827, Beaumont, Texas 77704-3827. Payment shall not be due until the above instruments are submitted after delivery. B. Funds for payment have been provided through the City of Beaumont budget approval by the Beaumont City Council for this fiscal year only. State of Texas statutes prohibit the obligation and expenditure of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated obligations arising past the end of the current City of Beaumont fiscal year shall be subject to budget approval. C. Do not include Federal Excise, State, or City Sales Tax. City shall furnish tax exemption certificate, if required. D. Payment of invoices shall be controlled by §2251.001 et. seq. of the Texas Government Code.
8. **WARRANTY PRICE:** A. The price to be paid by the Buyer shall be that contained in Seller's bid which Seller warrants to be no higher than Seller's current price on orders by others to products of the kind and specification covered by this agreement for similar quantities under similar or like conditions and methods of purchase. In the event Seller breaches this warranty, the process of the items shall be reduced to the Seller's current prices or orders by others, or in the alternative. Buyer may cancel this contract without liability to Seller for breach of Seller's actual expense. B. The Seller warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for commission, percentage, brokerage, or contingent fee except bona fide employees of bona fide established commercial or selling agencies maintained by the Seller for the purpose of securing business. For breach or violation of this warranty, the Buyer shall have the right, in addition to any other right or rights, to cancel this contract without liability and to deduct from the contract price, or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee.
9. **WARRANTY PRODUCTS:** Seller shall not limit or exclude any implied warranties and any attempt to do so shall render this contract voidable at the option of the Buyer. Seller warrants that the goods furnished will conform to the specifications, drawings, and descriptions listed in the bid invitation and to the sample(s) furnished by Seller, if any. In the event of a conflict between the specifications, drawings, and descriptions, the specifications shall govern.
10. **SAFETY WARRANTY:** Seller warrants that the product sold to Buyer shall conform to the standards promulgated by the U.S. Department of Labor under Occupational Safety and Health Act of 1970. In the event the product does not conform to OSHA standards, Buyer may return the product for correction or replacement at the Seller's expense. In the event Seller fails to make the appropriate correction within a reasonable time, correction made by Buyer will be at Seller's expense.
11. **NO WARRANTY BY BUYER AGAINST INFRINGEMENTS:** As part of this contract for sale, Seller agrees to ascertain whether goods manufactured in accordance with the specifications attached to this agreement will give rise to the rightful claim of any third person by way of infringement or the like. Buyer makes no warranty that the production of goods according to the specification will not give rise to such a claim, and in no event shall Buyer be liable to Seller for indemnification in the event that Seller is sued on the grounds of infringement or the like will result he will notify Buyer to this effect in writing within two (2) weeks after signing of this agreement. If Buyer does not receive notice and is subsequently held liable for the infringement or the like, Seller will save Buyer harmless. If Seller in good faith ascertains that production of the goods in accordance with the specifications will result in infringement or the like, this contract shall be null and void except that Buyer will pay Seller the reasonable cost of his search as to infringements.
12. **RIGHT OF INSPECTION:** Buyer shall have the right to inspect the goods at delivery before accepting them.
13. **CANCELLATION:** Buyer shall have the right to cancel for default all or any part of the undelivered portion of this order if Seller breaches any of the terms hereof including warranties of Seller or if the Seller becomes insolvent or commits acts of bankruptcy. Such right of cancellation is in addition to and in lieu of any other remedies which Buyer may have in law or equity.
14. **ASSIGNMENT DELEGATION:** No right or interest in this contract shall be assigned or delegation of any obligation made by Seller without the written permission of the Buyer. Any attempted assignment or delegation by Seller shall be wholly void and totally ineffective for all purposes unless made in conformity with this paragraph.
15. **WAIVER:** No claim or right arising out of breach of this contract can be discharged in whole or in part by a waiver or renunciation of the claim or right unless the waiver or renunciation is supported by consideration and is in writing signed by the aggrieved.
16. **MODIFICATION:** This contract can be modified or rescinded only by a writing signed by both of the parties or their duly authorized agents.
17. **APPLICABLE LAW:** This agreement shall be governed by Texas law, and none other, where applicable, the Uniform Commercial Code. Whenever the term "Uniform Commercial Code" is used, it shall be construed as meaning the Uniform Commercial Code as adopted in the state of Texas as effective and in force on the date of this agreement.
18. **ADVERTISING:** Seller shall not advertise or publish, without Buyer's prior consent the fact that Buyer has entered into this contract except to the extent necessary to comply with proper requests for information from an authorized representative of the federal, state, or local government.
19. **RIGHT TO ASSURANCE:** Whenever one party to this contract in good faith has reason to question the other party's intent to perform, he may demand that the other party give written assurance of his intent to perform. In the event that the demand is made and no assurance is given within five (5) days, the demanding party may treat this failure as an anticipatory repudiation of the contract.
20. **VENUE:** Both parties agree that venue for any litigation arising from this contract shall lie exclusively in Beaumont, Texas.
21. **INTERLOCAL AGREEMENT:** Successful bidder agrees to extend prices to all entities who have entered into or will enter into joint purchasing interlocal cooperation agreements with the City of Beaumont. The City of Beaumont is a participating member of several interlocal cooperative purchase agreements. As such, the City of Beaumont has executed interlocal agreements, as permitted under Chapter 791 of the Texas Government Code, with certain other political subdivision, authorizing participation in a cooperative purchasing program. The successful vendor may be asked to provide products/services based upon the bid price, to any other participants.

ATTACHMENT “C”

Sample – Tax Exemption Certificate

**** SAMPLE FORM ****

Name of purchaser, firm or agency:		
CITY OF BEAUMONT #74-6000278		
Address (Street & number, P.O. Box or Route number): PHYSICAL: MAILING: 801 MAIN ST. (77701) P.O. BOX 3827 (77704)		Phone (Area code and number): (409) 880-3720
City, State, ZIP Code: BEAUMONT, TEXAS		
I, the purchaser named above, claim an exemption from payment of sales and use taxes for the purchase of taxable items described below or on the attached order or invoice form:		
Seller:	COMPANY NAME	PHONE xxx-xxx-xxxx FAX xxx-xxx-xxxx (e-mail address)
Street Address:	STREET OR P.O. BOX NO.	
City, State ZIP Code:	CITY, STATE ZIP	
Description of items to be purchased or on the attached order or invoiced: PRODUCTS AND SERVICES USED BY THE CITY OF BEAUMONT		
Purchaser claims this exemption for the following reasons: Municipal Governmental Entity Chartered Under Texas Local Government Codes		
I understand that I will be liable for payment of sales or use taxes which may become due for failure to comply with the provisions of the Tax Code: Limited Sales, Excise, and Use Tax Act; Municipal Sales and Use Tax Act; Sales and Use Taxes for Special Purpose Taxing Authorities; County Sales and Use Tax Act; County Health Services and Use Tax; The Texas Health and Safety Code; Special Provisions Relating to Hospital Districts, Emergency Services Districts, and Emergency Services Districts in counties with a population of 125,000 or less. I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate and, depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.		
Purchaser: Sign Here <i>Patrick Bardwell</i>	Title: Purchasing Manager	Date: Month / Day / Year

**This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.
THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.
Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.
This certificate should be furnished to the supplier.
Do not send the completed certificate to the Comptroller of Public Accounts.**

ATTACHMENT “D”

W-9 Form

Please complete the following form and mail to:

**Accounts Payable
City of Beaumont
P. O. Box 3827
Beaumont, TX 77704**

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number											
				-				-			
or											
Employer identification number											
				-							

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign
Here

Signature of
U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* above.

What is FATCA reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account, list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note. ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C Corporation, or S Corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(ii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.

Limited Liability Company (LLC). If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the "Limited Liability Company" box and enter "P" in the space provided. If the LLC has filed Form 8832 or 2553 to be taxed as a corporation, check the "Limited Liability Company" box and in the space provided enter "C" for C corporation or "S" for S corporation. If it is a single-member LLC that is a disregarded entity, do not check the "Limited Liability Company" box; instead check the first box in line 3 "Individual/sole proprietor or single-member LLC."

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note. You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on this page), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code* earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor [*]
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ⁴
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 2.

***Note.** Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

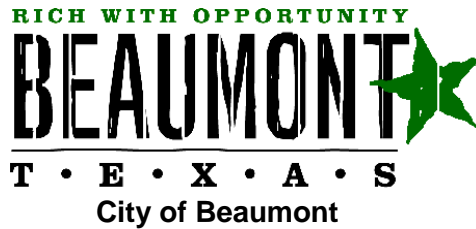
Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

ATTACHMENT “E”

Electronic Funds Transfer (EFT) Information and Request and Authorization for Payment by EFT Form



Dear Valued Vendor:

The City of Beaumont is offering a preferred payment method of Electronic Funds Transfer (EFT) to its vendors. EFT is a dependable, convenient and time-saving method of receiving payments. It provides you with prompt availability of funds with no waiting for checks to arrive or deposit delays. The risk of checks being lost, damaged, stolen or delayed is eliminated with EFT payments.

This process will allow for quicker, more efficient payment of your invoices. The funds will be electronically deposited directly to your checking account, and corresponding remittance information will be emailed or mailed to you for your reconciliation purposes.

The City of Beaumont is encouraging all of its vendors to take advantage of the EFT payment option. Please complete the attached "Request and Authorization for Payment by EFT" form and return it to our Accounts Payable department at:

Account Payable
City of Beaumont
P. O. Box 3827
Beaumont, TX 77704

Once we receive your completed form, we will verify your bank account information with your bank. This process can take up to ten (10) working days. If there are no problems, your payments will start being deposited directly to your bank account. If there are any problems in the verification process, a representative of the Department may contact you for further information to complete your enrollment.

We appreciate doing business with you and if you have any questions, please do not hesitate to contact the Accounts Payable department.

Sincerely,

The Accounts Payable Team
City of Beaumont

Rev. 6/4/14

Request and Authorization for Payment by EFT

VENDOR INFORMATION

Name:	Federal Tax ID #:
Address:	

VENDOR CONTACT INFORMATION

Name:	Voice Phone #: () - Ext:
E-Mail Address:	Fax #: () -
Preferred Payment Notification: <i>Email</i> <input type="checkbox"/> <i>Mail</i> <input type="checkbox"/>	

AUTHORIZATION

I hereby authorize the City of Beaumont to verify with the Financial Institution the accuracy of account information provided.	
I hereby authorize the City of Beaumont to initiate credit entries and, if necessary, a debit entry in order to reverse a credit entry made in error, in accordance with NACHA rules.	
I hereby authorize these payment instructions, and accept the terms and conditions for Electronic Funds Transfer payments. This authorization will remain in effect until I have cancelled it in writing.	
Authorized Signature:	Title:
Printed Name:	Date:

FINANCIAL INSTITUTION INFORMATION

Financial Institution Name:	Phone #: () -
Address:	Fax #: () -
	Account Name:
	Account Type: <i>Must be Checking</i>

ACCOUNT INFORMATION

Transit Routing Number of Your Financial Institution	Your Account Number - Start at left, leave unused spaces blank

FINANCIAL INSTITUTION VERIFICATION

I have verified that the account and transit-routing numbers provided above are correct. I have further verified that the person signing for the payee is authorized to sign on the account specified above.		
<i>(Print Name and Title of Bank Officer)</i>	<i>(Signature of Bank Officer)</i>	<i>(Date)</i>
Bank Officer Telephone Number: ()	-	Ext:

NOTE:

END OF VENDOR PACKET
